



VADA Fredericksburg

Reaching New Levels

HANDBOOK

Revised 6/30/2024



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Reaching New Levels

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MEMBERSHIP

Members join VADAF for friendship, education, enjoyment, and the satisfaction of being part of an active and cohesive organization dedicated to dressage and good horsemanship. A VADAF membership provides:

- Group membership in the United States Dressage Federation
- Eligibility for year-end awards
- Discounted show and clinic fees
- Subscription to the monthly newsletter, the Pirouette Report
- VADA and USDF publications
- VADAF Membership Handbook
- Attend Board of Directors and general membership meeting for both VADAF and VADA
- Voting rights for the purpose of elections and changes in the by-laws for VADAF

Membership Types:

Individual (*Over 21 years old*)

Junior/Young Rider (*21 years old or less*)

Affiliate (*member of another VADA chapter; eligible year end awards*)

Family

Friend (*Eligible for educational programs/clinics and newsletter*)

The membership year runs from December 1st to November 30th. Membership dues received after October 1st are applied to the next membership year. Membership dues may be paid by mailing a completed Membership Form and check (made payable to VADAF) to the membership chair or by sending payment through PayPal to vadafredericksburg@gmail.com. Please note there is a \$2.00 processing fee that must be added to any membership being paid through PayPal. A completed form must still be mailed or emailed to the membership chair.

VADAF is a Non-Profit organization under IRS Section 501(c)(3). Dues are NOT tax deductible as charitable contributions. VADAF is a USDF Group Member Organization and all members are automatically USDF Group Members.



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MEETINGS

VADAF has one general membership meeting each year in November. The Board of Directors and Committee Chairs meet monthly to discuss the business of the club, plan educational events, Schooling Shows and the Licensed Show. These meetings are open to the general membership unless specifically indicated in advance. We welcome prospective and current members at these meetings and are delighted to have your input.

The VADAF meeting schedule is as follows:
The 2nd Tuesday of every month at 7:00 p.m.

Meetings may be held over Zoom or in-person, so check your newsletter and emails for those details.

SCHOOLING SHOWS

Dressage Schooling Shows are a perfect opportunity to try your new tests for the current show season or to just come by and watch a dressage show.

Currently, VADAF is not hosting any schooling shows. A list of local shows has been compiled and will be available via the VADAF website and in the monthly newsletter.

Please note that if you wish to compete for year-end awards, the schooling show must be judged by a USDF L graduate or a USEF licensed dressage judge.



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LICENSED COMPETITION

Each September, VADAF hosts two Licensed Dressage Shows at Rose Mount Farm in Spotsylvania, VA.

VADAF Dressage at Rose Mount I

VADAF Dressage at Rose Mount II

These shows are the main fund-raising event for VADAF and are well attended each year.

For more information regarding these licensed shows, please visit www.vadaf.org or www.usdf.org

If you would like more show information or are interested in volunteering, becoming a vendor or becoming a sponsor for these shows, please email us at vadafredericksburg@gmail.com for more information.

VOLUNTEERS

VADAF is a volunteer organization. The hope is that every member will commit some of their time to the organization in some way. All volunteer time is appreciated.

Examples of volunteer activities include, but are not limited to:

1. Holding elected or delegated office (President, Secretary, Treasurer, State Board Representative, Committee Chair, etc.).
2. Working at horse show (manager, secretary, scorer, runner, etc.).
3. Working at clinics (organizer, donation of facilities, etc.).
4. Selling VADAF logo items.
5. Organizing a program for a meeting or hosting a meeting.
6. Producing the newsletter.
7. Contributing to the newsletter. Examples include a book/magazine article, book review, and personal experience from clinics, etc.
8. Fundraising: Every \$40 donation equals 3 hours volunteer time. Examples include any monies toward Licensed Shows such as ads, sponsorships, award donations, etc.
9. Help soliciting Vendors for Licensed Show.



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YEAR-END AWARDS

VADAF offers awards to its members to recognize outstanding accomplishments and service throughout the year. These awards are meant to serve as an incentive for its members to further their education and set higher goals. Some of the awards are based solely on merit, others are not. These awards are presented at the Year-End Awards Banquet.

VADAF Performance Year-End Awards:

- ❖ High Score Awards
- ❖ Achievement Awards
- ❖ The Sterling Ellis Cup Award

VADAF Candidate Nominated Year-End Awards:

- ❖ Majic Jami Award
- ❖ Unsung Heroes of Dressage Award
- ❖ Volunteer of the Year Award
- ❖ Equine Senior Award
- ❖ Gary Locke (Jr/Yr) Perpetual Trophy Award

VADAF Year-End High Score Awards:

1. Awarded to the same horse/rider combination for performance at horse shows.
2. It is the rider's responsibility to ensure all minimum criteria for year-end high score awards are met. Any award submissions that do not meet the minimum criteria will not be accepted.
3. The competition year runs from December 1st to November 30th. Submitted scores must be earned during the current show year.
4. Rider must be a member of VADAF in good standing at the time the score is earned.
5. In order to meet volunteer requirements:
 - Eight hours of volunteer participation at one or more VADAF event is required.
 - Minimum of 4 hours must be completed and earned by the rider or horse owner.
 - Rider, horse owner, family members or friend may earn the balance.
 - Volunteer Service form must be completed and signed by the activity coordinator for the event.
 - Note that volunteer time provided to non-VADAF events will not count.
6. Member must attend at least one VADAF meeting during the year (youth meetings and socials will count). Attendance is taken at meetings.
7. At least 4 scores of the same level from 2 different judges must be submitted. Freestyle awards will require 2 tests of the same level from 2 different judges.
8. No score below 55% (before coefficients are added) will count towards high score year-end awards.



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9. Tests must be judged by a USDF L graduate or a USEF licensed dressage judge.
10. Year-End Awards Form completed and signed volunteer service form and test copies (or USDF printouts) must be completed and mailed (or emailed) so that they are received by the Awards Chair by December 7th. Any packets received after December 7 will not be considered.
11. Scores will be weighted as to test ridden. The score is multiplied by the coefficient below. The result is then added to the score.

Intro Level:

Test	Schooling	Recognized
A	.02	.04
B	.03	.05
C	.04	.06

Training – Fourth:

Test	Schooling	Recognized
1	.02	.04
2	.03	.05
3	.04	.06

FEI:

Test	Schooling	Recognized
Prix St George	.02	.04
Intermediare I & II	.03	.05
Grand Prix	.04	.06

MFS:

Schooling	Recognized
.04	.06

13. Awards will be given at the following levels for which there is a qualified recipient: Intro Level, Training Level, First Level, Second Level, Third Level, Fourth Level, FEI, and Freestyles (split at discretion of Awards Committee). Separate Junior/Young Rider (21 or under in current year) awards may be made at the discretion of the Awards Committee. Junior/Young Riders must indicate their status on the VADAF Year-End Form.



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VADAF Achievement Awards:

1. Same Rider and Horse combination must achieve four (4) scores from at least two (2) separate schooling and/or recognized shows.
2. Riders must have scores validated with VADAF Show Validation Form -OR- copies of qualifying test -OR- USDF score printout.
3. Awards are based solely on scores collected over time and need not be earned in one year.
4. Each award recipient will receive a Certificate of Achievement, Medal, and special award.
5. All scores submitted must have been obtained while the rider was a VADAF Member in good standing.

Scoring requirements:

GOLD	SILVER	BRONZE
Introductory - 4 scores of 68% or better	Introductory - 4 scores of 65% or better	Introductory - 4 scores of 62% or better
Training - 4 scores of 68% or better	Training - 4 scores of 65% or better	Training - 4 scores of 62% or better
First - 4 scores of 67% or better	First - 4 scores of 64% or better	First - 4 scores of 61% or better
Second - 4 scores of 66% or better	Second - 4 scores of 63% or better	Second - 4 scores of 60% or better
Third - 4 scores of 65% or better	Third - 4 scores of 62% or better	Third - 4 scores of 60% or better
Fourth - 4 scores of 65% or better	Fourth - 4 scores of 62% or better	Fourth - 4 scores of 60% or better
FEI - 4 scores of 64% or better	FEI - 4 scores of 60% or better	FEI - 4 scores of 58% or better
Musical Freestyle, Pas de Deux, Quadrille - - Introductory through Training – 4 scores of 68% or better - First - 4 scores of 67% or better - Second – 4 scores of 66% or better - Third through Fourth – 4 scores of 65% or better FEI – 4 scores of 64% or better	Musical Freestyle, Pas de Deux, Quadrille - - Introductory through Training – 4 scores of 65% or better - First - 4 scores of 64% or better - Second – 4 scores of 63% or better - Third through Fourth – 4 scores of 62% or better FEI – 4 scores of 60% or better	Musical Freestyle, Pas de Deux, Quadrille - - Introductory through Training – 4 scores of 62% or better - First - 4 scores of 61% or better - Second through Fourth – 4 scores of 60% or better FEI – 4 scores of 58% or better

Members should send qualifying scores to the Awards Chair. To be considered, members MUST include: show name, date, judge's name, rider's name, horse's name, tests ridden, and the score % for each Level you have qualified for.

The Sterling Ellis Cup

Awarded to the oldest competing horse owned by a VADAF member. The Sterling Ellis Cup perpetual trophy was generously donated by Barb Snapp, in Memory of Sterline, who was owned and loved by our long-standing and hard-working member Barb Ellis. The Sterling Ellis Cup will be awarded based on the following criteria:

- ❖ Oldest horse competing at either licensed and/or schooling shows
- ❖ Year of Birth or age must be included on the Year End Award Form for horse to be considered for the award
- ❖ Owner or rider must be a VADAF Member in good standing at the time the scores were earned.



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VADAF Candidate Nominated Awards:

These awards are given to individuals who have been nominated by their peers. Nominations may be made by any member in good standing. If more than one person is nominated for an award, all nominations will be presented to the Board of Directors and a winner will be determined by a vote of the board members. If a nominee is a member of the Board of Directors they will abstain from the voting process.

Equine Senior Award:

This award has been generously donated by Broadview Farm and the Ellis Family in loving memory of Capital Gain, also known as "Teddy".

1. Any Individual Member in good standing is a candidate for this award.
2. Must show in at least three shows.
3. Must exhibit good sportsmanship, fair play, and perpetuate the sport of Dressage.
4. Must always exhibit good horsemanship and horse management skills and serve as an example to his/her peers and young riders.
5. A perpetual trophy will be presented at the annual awards banquet. The trophy will remain with the recipient until November 15th. It shall be turned in at that time to the Awards Chairman to allow time for cleaning, repairs, and engraving before the next awards banquet.
6. Nominations should be sent to the Awards Chair by December 7th. To be considered, the submission MUST include: the nominator's first and last name, phone number, and email address. Please describe why you feel this nominee deserves this award: (250 word maximum).

Gary Locke Junior/Young Rider Perpetual Trophy Award:

1. Any Junior/Young Rider (21 or under) in good standing.
2. Must show in a least one show
3. Must exhibit good sportsmanship in and out of the show ring.
4. Must always exhibit good horsemanship/horse management skills.
5. Must volunteer time on behalf of VADAF above and beyond the minimum required for year-end awards.
6. A perpetual trophy will be presented at the annual awards banquet. The trophy will remain with the recipient until November 15th. It shall be turned in at that time to the Awards Chair to allow time for cleaning, repairs, and engraving before the next awards banquet.
7. Nominations should be sent to the Awards Chairman by December 7th. To be considered, the submission MUST include: the nominator's first and last name, phone number, and email address. Please describe why you feel this nominee deserves this award: (250 word maximum).

Majic Jami Award:

The Majic Jami award was established in 1999 by Rebecca Burnham in memory of her horse "James". James taught Rebecca to ignore defeat by teaching her patience, tolerance, and the thrill of small victories. He taught her that horses are not only intelligent but also have a sense of humor. The award is intended to honor a horseman who works hard to make the most of what he has, to overcome difficulties, and to form a partnership



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with his horse. He may not necessarily achieve high test scores or win classes, but perseveres, has fun, appreciates and enjoys his horse. Nominations should be sent to the Awards Chair. To be considered, the nomination letter must be received by December 7th and needs to include: the name of the award, nominator's first and last name, phone number, and email address. Please describe why you feel this nominee deserves this award. (250 word maximum)

Unsung Heroes of Dressage:

Former members Justine and Brittney Hryczaniuk decided to start this award for the unspoken heroes found in our parents (or parent figure) on the sidelines. These people are the ones who are there for us when we need them most, be it an extra swipe of the towel to help us look our best, trailering our horse and us as well, or just an extra word of encouragement.

Nominations should be sent to the Awards Chair. To be considered the submission MUST be received by December 7th and needs to include: the nominator's first and last name, phone number and email address. Please describe why you feel this nominee deserves this award. (250 word maximum)

Volunteer of the Year Award:

The purpose of the volunteer of the year award is to recognize and encourage the active participation of those members who do not necessarily show horses. The awards committee will choose up to 6 people or 10% of the general membership (whichever is less) as recipients of the Volunteer Award, based on the following criteria:

1. The member has volunteered more time and effort than required.
2. Members may be nominated for the award by their peers or selected by the Board.
3. Examples of activities that may be considered include, but are not limited to:
 - a. Working at horse shows, (manager, secretary, scorer, runner, etc.).
 - b. Working at clinics, (organizer, donation of facilities, etc.).
 - c. Working on committees, logo sales
 - d. Holding elected or delegated office, (President, Secretary, Treasurer, State Board Representative, Committee Chair, etc.).
 - e. Producing the newsletter.
 - f. Organizing a program for a meeting or hosting a meeting

Nominations should be sent to the Awards Chair by November 1st or they may be presented at the November general and elections meeting. A Volunteer of the Year will be chosen at the general meeting whose name will then be submitted to VADA for the state award. The other recipients will be chosen from the nominees by the awards committee and awards will be given at the VADAF Year End Awards Banquet.

The nomination letter MUST include: the name of the award, nominator's first and last name, phone number, and email address. Please describe why you feel this nominee deserves this award. (250 word maximum)



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EDUCATION & CLINICS

VADAF offers a variety of educational activities throughout the year. These activities are designed to educate the membership and the community about equine and farm related topics. Examples include seminars open to the public about equine law, emergency preparedness for farm owners, and basic horse care.

VADAF sponsors mounted and unmounted clinics throughout the year. Often, the club obtains a VADA grant. The clinics are open to members and non-members; however, members are given preference in oversubscribed clinics. We welcome suggestions from members for clinic topics, and clinicians/trainers. Please contact the Education Chair with your suggestions for clinics.

GRANTS

VADAF offers all members in good standing educational/competition grants. Grants are intended to further the education of our members.

Grant Criteria:

- The applicant must be a VADAF member in good standing in at least his/her second consecutive year of membership. The Applicant must attend at least one club meeting each membership year and volunteer at least eight (8) hours within twelve (12) months prior to submitting the grant request.
- A grant may be awarded for up to \$500.00 per member, in nonconsecutive membership years (December 1st to November 30th). If a member is approved for a grant during one membership year but does not complete the grant criteria until the following membership year, the member will not be eligible for another grant in the next consecutive year. No more than a total of \$2,500.00 in grant monies shall be awarded each membership year (December 1st to November 30th).
- A grant is not retroactive and cannot be used to pay for past expenses. A grant is not transferable.
- A grant shall be awarded based solely on the information submitted in the grant request and fulfillment of the above-stated criteria. There shall be no discrimination of a grant applicant based on race, sex, age, ability, religion, or disability.
- To apply for a grant, the applicant must personally write a letter to the VADAF board. The following information is required: date of request; intended use of grant money; amount of grant money requested; date(s) of the event(s) for which the grant will be used; how you have volunteered at least 8 hours to VADAF over the previous 12 months; and your intended form of communication to the club about what you learned by using the grant money. An incomplete or illegible grant request will be denied.



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- The applicant's grant request will be sent (by mail or email) to the VADAF Secretary. Once received, the grant request will be reviewed by the Secretary to ensure it meets all criteria listed above.
- Once the request is accepted by the Secretary it will be distributed electronically to all members of the Board, and Standing Committee Chairs, for review and voting. If any member in the aforementioned groups is the requestor of the grant, they will not be included in the review and voting process. This group will then be known as the Grant Committee. Each committee member is to reply to the Secretary with their vote, approve or deny. If any member of the Grant Committee believes the terms of the request should be discussed, voting will be tabled until the next monthly meeting. If the grant request is time sensitive, the Secretary or President may request a phone conference of the Grant Committee for discussion and vote. A majority vote of committee members attending and/or replying electronically will determine approval or denial of the request. The Committee also reserves the right to return the request to the requestor for additional information before deciding.
- Approved grant requests will be read, by the Secretary, at the regular business meeting proceeding the vote.
- Requests should be submitted a minimum of six (6) weeks prior to the planned activity.
- The Applicant shall be notified by letter (mail or email) by the VADAF Secretary of the approval or denial of their request.
- If approved, a check to provide funds for the approved activity will be mailed to the recipient by the Treasurer.
- If the grant recipient fails to participate in the activity that has been approved, he/she may petition the Grant Committee to substitute a different activity.
- If the grant recipient fails to complete an approved activity, without substitution approved by the Grant Committee, he/she is bound to return the Grant monies within two (2) months of the missed activity.
- The grant recipient is required to share his/her experience with the club. To fulfill this requirement, the Grant Recipient may:
 - write an article for the club's newsletter;
 - give a 10- to 15-minute oral presentation at a club meeting
 - propose another method of sharing their experience, subject to approval by the Grant Committee.
 - The grant recipient's newsletter article, presentation, or alternate method of sharing the experience shall be completed within two (2) months of the end of the activity funded by the grant. If the grant recipient fails to meet the requirement to share his/her experience within the two-month time frame, he/she is bound to return the grant monies within two (2) months.



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NEWSLETTER

The Pirouette Report is the monthly newsletter published for VADAF Members. The newsletter contains pertinent club information for members such as upcoming club-sponsored shows and clinics. Also, numerous timely and informational articles appear monthly. Club-sponsored show results as well as member's photos are included. There are several areas within the newsletter, such as the Secretary's Minutes, Treasurer's Report, and a calendar of upcoming events that help to keep the members informed. The newsletter's primary purpose is to help keep all members connected to the club and its many activities even though we are separated over many counties.

Current Pirouette Report Ad Rates

	Monthly
Classified Ads Only:	
VADAF Members	Free
Non-Members	\$10
All Other Ads:	
Business Card	\$5
Quarter Page	\$15
Half Page	\$25
Full Page	\$40

- Classified Ads are limited to 50 words and there is a deadline of the 25th of the preceding month for submissions.
- Text-only ads may be submitted in any form. All others must be camera ready or jpeg images.
- Please make checks payable to VADAF or you may pay via PayPal by sending payment (plus a \$2.00 transaction fee) to vadafredericksburg@gmail.com.



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FUNDRAISING

Fundraising is a group effort. Our club is small compared to most and depends on every member's help to raise money for all the various events that we sponsor throughout the year. Specifically, we sponsor the September Licensed Shows, Clinics, and Junior/Adult teams to Regional competitions annually.

There are many ways that you can help:

- Ride in one of the club-sponsored clinics.
- Become a class sponsor for the Licensed Show.
- Take out an advertisement in the Show Program.

Or, when all else fails, you could just donate money. A check made out to VADAF would be greatly appreciated. Monetary donations can also be accepted through the PayPal Giving Fund or by selecting VADAF as your preferred charity when shopping at Amazon Smile.

Tax I.D. # 54-153-6466

VADAF is a 501(c)(3) Non-Profit organization